

22 January 1954

*OPM 42-100-8*  
OFFICE OF PERSONNEL MEMORANDUM NO. 5-54

SUBJECT : Preparation of Official Correspondence

REFERENCE: PDM No. 3-54 dated 15 January 1954

1. Effective immediately official correspondence (including memoranda, staff studies, letters, etc.) will be prepared for signature as follows:

a. The Assistant Director for Personnel will sign correspondence addressed as follows:

(1) To Agency officials as follows:

(a) Director or Deputy Director of Central Intelligence.

(b) Deputy Directors, Assistant Directors, or officials of comparable level.

(2) To individuals (except applicants) and organizations outside the Agency (except the Bureau of Employees' Compensation).

b. The Deputy Assistant Director for Personnel will sign correspondence:

(1) Addressed to applicants or to REC.

(2) Concerning proposed Regulations

(3) Office of Personnel Memoranda or similar issuances

(4) Addressed to Agency officials other than those mentioned in paragraph a(1) above.

2. Paragraph 2c. of PDM No. 3-54 is corrected to show the signature for the Executive Officer as follows:

Executive Officer  
Office of Personnel

3. The following abbreviations are approved for use in official correspondence:

a. Assistant Director for Personnel - AD/P

DOCUMENT NO. \_\_\_\_\_

NO CHANGE IN CLASS ☐

☒ DECLASSIFIED

CLASS. CHANGED TO: TS S O

NEXT REVIEW DATE: \_\_\_\_\_

DATE 17 1981 REVIEWER:

- b. Deputy Assistant Director for Personnel - DAD/P
- c. Executive Officer, Office of Personnel - ExO/P
- d. Office of the Assistant Director for Personnel - OAD/P
- e. Office of Personnel - OP

4. Paragraph 3 of PDM No. 3-54 is rescinded. The series of Personnel Director Memoranda will be designated Office of Personnel Memoranda and will be numbered serially in the same sequence as PDM's. The abbreviated title of these issuances will be OPM.



George E. Meloon  
Deputy Assistant Director  
for Personnel

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